

Montana Children's Trust Fund Board Meeting Minutes

February 4, 2016

2401 Colonial Drive, Helena, MT 59601

Thursday, February 4th, 2016

8:30 AM

MT CTF Board members present: Patty Butler, Leslie Caye, Kristina Davis, Ann Gilkey, Clementine Lindley

Board members absent: Thomas Key

MT CTF Staff members present: Melissa Lavinder (Recorder, Program Specialist/Technical Assistant), Jamey Petersen (Grant Manager), Kami Kirchberg (AmeriCorps VISTA)

Guests present in Helena included: Judy Edwards, Jen Shaw, Kelly Minnehan-Galt, Mike McMahon, Lesa Evers, Director Richard Oppen, Justin Harris, Jennifer Garza, Sheri Vukasin, Mae Schwartz

1. Meeting called to order – 8:30 AM
2. Introductions – 8:32 AM
3. Board Business – 10:45 AM
 - Ann moved to approve the November minutes. Patty seconded the motion.
 - Discussion: liked the format of the minutes
 - Motion unanimously passed at 10:49
 - Dr. Tom Key has been appointed to the MT CTF Board.
 - Patty nominates Clementine Lindley as the chair of the Montana Children's Trust Fund. Kristina seconded the nomination. Clementine accepts the nomination.
 - Discussion: Patty supports Clementine's past leadership, knowledge and availability.
 - Motion unanimously passed.
 - Kristina Davis nominates Leslie Caye for Vice Chair of the Montana Children's Trust Fund. Patty seconded. Leslie accepts the nomination.
 - Motion unanimously passed.
 - Next meetings
 - April 5th for board business
 - May 3rd & 4th for RFP review (May 4th if there are few enough RFPs to evaluate in one day)
4. Update on Future Plans - Director Richard Oppen – 9:02 AM
 - After this fiscal year, and for long-term, Dir. Oppen fully intends to defer how the money is spent to the MT CTF under his administration
 - Proposal to use a portion of the State General Fund to wrap up Dose 1

- Clear, simple, nonnegotiable objectives:
 1. There are 22 Hospitals/birthing centers with signed agreements. 16 are more than 2 years old. Those 16 need to be updated with new Fidelity Agreements. The 6 that have been signed within last 2 years do not need updating. HMHB will receive \$20,000 up front for this objective.
 2. There are 10 facilities that did not have agreements in place. For each facility that HMHB gets a signed fidelity agreement with, HMHB will get an additional \$2,000 (up to \$20,000).
 3. HMHB will receive up to \$25,000 for materials from NCSBS to be distributed to PURPLE facilities (prorated by birth rate at \$2/birth). The materials can be supplemented with HMHB materials.
- Vicki Tuner will be managing the project and is the point of contact
- Dir. Oppen is excited for the new direction to focus on the tribal communities with the State General Fund dollars.

5. Building Relationships with Tribes – Lesa Evers – 9:29 AM

- Relationships with tribes kept pretty formal. Government to Government relationships. Tribes are sovereign nations.
 - Start with a formal letter from the Director introducing the CTF, and what we want to do. Jamey to contact tribal health directors a couple of weeks after.
- Focus on Healthy Kids, Strong Families. Children and elders are the most important people in their lives. Don't insinuate abuse. Come from a position of strength.
- Once you commit, stay committed. Your actions define your commitment. Move slowly to build trust.
- Make communication personal for each individual tribe. Follow through and stay in touch, even to just say hello. Listen, ask questions, and listen for their answer.
- Build agendas with flexibility. Meetings won't start until it feels right.
- Don't push deadlines onto them.

6. Shaken Baby Syndrome Committee – 1:18 PM

- Recommendation by committee to move forward on the training
- Recognizing the social and economic issues
- Phrasing of strengthening families, not implicating families in abuse
- By invitation only
- Possibly offer up scholarship packages to each reservation
- Incorporate the Coming of the Blessing

7. RFP & eMACS System – 11:10 AM

- Recommends \$105,000 of federal CBCAP funds – fund 7 programs at \$15,000
- Vendor is asked to review all prerequisites and required to check a box stating they have read/understand. No way to submit without completing all of the steps.
- Export information, sort and have hard copies printed for everyone
- Preproposal Conference to walk vendors through the eMACS System

- Q&A section is public
- Can view who the vendors are and where they are at in the answering process

8. Staffing – 2:36 PM

- Melissa's maternity leave – mid May
- Melissa is a state employee. Jamey is Melissa's supervisor
 - Jamey should be paid at a supervisor level.
 - Jamey's job description is out of date.
- Jamey has mandatory leave time to use by March 31
- Kami's VISTA term will end in July
- Would like to apply for a new VISTA (due in March).
 - Need to change the VISTA Assignment Description
 - Possible projects: Round It Up Montana

9. Site Visits & Quarterly Reports – 10:15 AM

- Butte: Kindergarten Roundup, doing very well
- Northern Cheyenne: lost staff person in November, new person trained in January
- Fort Peck: contract/task order issue, budget issues-public awareness funds, no money towards staff, 10-20% up front for a task order is fairly standard, have not yet spent any MT CTF funds
- Gallatin: numbers will be mostly community awareness/outreach
- HSM: exceeding in a lot of areas, were a little behind in starting the extra respite but did thorough planning

10. Budget Report – 12:30 PM

- 1st Block: CBCAP Award figures
 - \$172K left of 2014, then move to 2015 grant year's funding
- 2nd Block: State Revenues
 - Estimated figures for Divorce filing fees/Tax Check-Off
- 3rd Block: What the legislature has approved for the MT CTF to spend
- 4th Block: Broken down by budget
- 5th Block: Broken down by fund type
- Appropriation for next year will be the same as this year
- Cash estimated for next year
 - General Fund: \$110K,
 - Federal CBCAP Fund: \$211,157 plus whatever we receive for next cycle
 - State Special Fund: \$290,966

11. Budget Proposal – 12:52 PM

- Recommends \$105,000 for the 2016-2017 RFP
- Agency indirect will go up
- Jamey's salary is paid by DPHHS, Melissa's is paid by MT CTF
- With increased workload due to building relationships with the tribes, will the MT CTF Board cover Jamey to work up to 40 hours?

- Shouldn't need to with the second position and the VISTA position.
- Not allow 50 hours/week. Cannot expect from staff or budget

12. Public Awareness – 8:34 AM

- Income Tax Check Off: Statewide TV & Radio, Pandora pilot
- Child Abuse Prevention Month: Statewide collaboration, Theme "Working together to Strengthen Montana families", engage OPI to engage schools
- CAN Conference – Missoula – April 19-21: MT CTF is sponsoring Raising of America screening on the first evening (Partnering with Funders for Montana's Children)
- Statewide Messaging: working on a unified message with April group
- Funding Opportunities: BCBS, First Interstate

13. Community Collaboration – 2:11 PM

- Denise Higgins, Health Department resources
- Resource fairs (ie. HFF)
- Connect communities across the state for April

14. Minigrants – 3:05 PM

- Kristina moves that we fund Hopa Mountain minigrant request. Ann seconded the motion. Unanimously passed at 3:32 PM
- Ann moves that we fund the nest minigrant request contingent upon providing us their 501(c)3 status letter. Kristina seconded. Motion unanimously passed at 3:35 PM
- Ann moves that we fund the Yellowstone minigrant for \$5000 that they requested. Patty seconded. Motion unanimously passed at 3:43 PM

15. Funders for Montana's Children – 2:53 PM

- Planning objectives
- Working on a communication strategy
- Interim committee education meetings
- Participate at CAN Conference
- Looking to get a VISTA
- MOU with state for research project

16. Travel – 8:47 AM

- Peer Learning Event – Yakima, WA – May 16-18 – Jamey and Leslie
- CBCAP Meeting – Washington, DC – August 29 - September 2
- National Alliance – typically in October

17. Renewals/Quarter 3 Report – 1:42 PM

- Limit to how many times an agency can renew: contract may not exceed 3 years
- Renewals shouldn't take as much effort as the RFPs. Make decision based on streamlined renewal, performance outcomes, and available funding

18. Paper Tigers – 2:59 PM

- Department is purchasing DVDs and online access
 - ACES Masters Trainers will be using them
- Grantees have expressed interest in having showings but lack funds to get access
- Show it at one of the board meetings for board development

19. Public Comment – 4:11

Judy Edwards

- Update on HMHB and PURPLE program
 - Has been invited onto reservations for PURPLE training in addition to the training we're doing. She loves that MT CTF is doing that.
 - Training coming up
 - MT CTF requested list of training dates/information (Who, where, and when). We need to be careful that we're not overwhelming the identified population. Need to complement each other. Judy does not have those details to share with the MT CTF.
 - PSA with First Lady coming out soon
 - New website coming in March
 - Want to evaluate the networks on the reservations for the spreading of, in this case PURPLE, programs/information
 - Rarely can you dump a program on a reservation and expect it to work
 - Have several trainers that could come instead of Julie or other out-of-state people to do the PURPLE training
- Suggestions for MT CTF Board meetings:
 - Put materials on website in addition to the agenda so they can make notes for comment.
 - Allow public to comment before the meeting.
- HMHB meetings are the second Tuesday of every month, usually at 4:30 PM

20. Meeting adjourned – 4:25 PM